



MEMORANDUM

To: CMAP Board and Committees
From: CMAP Staff
Date: September 5, 2012
Re: Local Technical Assistance Program Update

The CMAP Board and committees receive regular updates on the projects being undertaken through the Local Technical Assistance (LTA) program, including those receiving staff assistance and grants. To date, 62 local projects have been initiated. Of these, 14 projects have been completed, 40 are fully underway, and 8 will get actively underway in the near future. Two projects were completed in August; these include the comprehensive plan for Campton Hills and a water conservation plan for Evanston. Further detail on LTA project status can be found on the attached project status table.

Proposals for the second round of LTA projects were received and began to be reviewed in August. A summary of the applications received is available on the main LTA website, <http://www.cmap.illinois.gov/lta/>.

ACTION REQUESTED: Discussion.

###

Projects Currently Underway

Project	CMAP lead	Timeline	Assistance type	Status and notes
Addison comprehensive plan (see project website)	Sam Shenbaga	July 2011 – Nov. 2012	Staff assistance	Underway. Draft plan completed and submitted for Plan Commission and Village Board review. Plan Commission meeting to present Draft plan recommendations set for September 12. Public Open House scheduled for September 27 at Village Hall from 6pm-8pm. Draft plan to be submitted to Pace, RTA, and Choose DuPage for review after Plan Commission presentation.
Algonquin downtown plan (see project website)	Hala Ahmed	Feb. 2012- Jan. 2013	Grant funds	Underway. Results of the first public meeting were summarized and presented to Village and CMAP staff for review. The Existing Conditions report was modified to reflect all comments gathered and will be presented to the Steering Committee along with the public meeting summary at the next meeting scheduled for September 19. A joint Village Commission (Planning & Zoning, Economic Development, Historic, Public Arts) meeting to provide an update on the study is scheduled for October 11.
Alsip comprehensive plan (see project website)	Sam Shenbaga	Jan. 2012 - Jan. 2013	Staff assistance	Underway. Public Visioning workshop held on August 1 with over 60 attendees. Recommendations memo currently being prepared by staff and to be presented to Steering Committee in mid-September. Project team charrette held in August to discuss Future Land Use Map.
Antioch greenway plan	Shafaq Choudry	Apr. 2012- June 2013	Staff assistance	Underway. Kickoff meeting with Steering Committee and Village Board meetings took place on August 20. Existing Conditions Report and mapping are underway. Tentative date scheduled for the first public workshop on October 2.
Berwyn comprehensive plan (see project website)	Sam Shenbaga	June 2011 – Sept. 2012	Staff assistance	Underway. Final Plan reviewed and approved by Steering Committee. Printed plan distributed to City Council. Public Hearing and Plan adoption meeting scheduled for September 25 at City Hall.
Bronzeville Alliance Retail corridor study, phase 2 (see project website)	Sef Okoth	Phase 2: Nov. 2011 – Dec. 2012	Staff assistance	Underway. The existing conditions report was modified and presented to the steering committee for discussion on August 22. It is being updated to reflect the comments received. Staff began drafting the land use and zoning recommendations. A draft memo on the retail market analysis is being finalized.
Bronzeville national heritage area feasibility study	Sef Okoth	July 2012 - June 2013	Staff assistance	Underway. Project kick-off meeting was held on August 29 at CMAP. Partners discussed the approach for public engagement and also agreed on the composition and structure of the Project Advisory Committee (PAC). Outreach

Project	CMAP lead	Timeline	Assistance type	Status and notes
				and communication plan is being developed. Research on the historical significance of the study area is still underway.
Chicago "Green and Healthy Neighborhood" plan for Englewood, Woodlawn, and Washington Park (see project website)	Jason Navota	Mar. 2011 - Dec. 2012	Staff assistance	Underway. First phase complete and summarized in draft existing conditions summary posted online. Second phase planning and outreach is underway, including group tours and planning for 20+ "zones." Housing analysis complete, retail analysis in draft form. Separate analyses of green infrastructure and food systems are underway. Two public meetings complete, two scheduled for September and November. Detailed zone planning and land use policy development are underway.
Chicago Housing Authority LeClaire Courts redevelopment	Sef Okoth	Aug. 2012- July 2013	Consultant assistance	Underway. Consultant procurement complete. CMAP and CHA selected URS as the lead contractor for the project, with SB Friedman & Associates and MKC Associates as subcontractors. Project kick-off meeting is scheduled for September 6. The steering committee is being assembled and will include all the major transit agencies.
Developing Communities Project support for CTA Red Line extension (see project website)	Kendra Smith	Oct. 2011 - Oct. 2012	Staff assistance	Underway. CMAP is continuing work on a quantitative analysis and has completed a draft interim project report for the project area. To date, eleven of fifteen community focus groups have taken place. CMAP has selected Left Brain Right Brain Productions for filming and editing of the Red Line livability video. Filming is set to begin the week of September 17; the video is expected to be completed by mid-October. Community Education Session planning in conjunction with CTA is currently underway.
Downers Grove bicycle and pedestrian plan	Hala Ahmed	Mar.-Dec. 2012	Grant funds	Underway. The draft Existing Conditions report was revised based on comments and resubmitted to the Village. A walkshop and a bike tour were completed in August. An Americans with Disabilities Act report is being drafted and will be submitted in September along with outline of recommendations.
DuPage County unincorporated areas plan	Jack Pfingston	Oct. 2012- Sept. 2013	Consultant assistance	The RFP for this project has been released to CMAP's prequalified firms, with responses due August 22. The project should get underway in October.
Elburn comprehensive plan	Jack Pfingston	Apr. 2012 - Feb. 2013	Grant funds	Underway. Consultant (Images, Inc.) delivered Existing Conditions Report in late August; village currently reviewing the report. A student workshop is tentatively scheduled for September 20, and a visioning charrette will take place on September 26. The Existing Conditions Report is expected to go before the Elburn Plan Commission in early October.

Project	CMAP lead	Timeline	Assistance type	Status and notes
Elgin sidewalk gap and transit stop study	Lindsay Bayley	June 2012-Apr. 2013	Grant funds	Underway. Second steering committee meeting planned for first week of October. Existing conditions inventory underway.
Elmwood Park comprehensive plan (see project website)	Nicole Woods	June 2011-Dec. 2012	Staff assistance	Underway. Staff is currently drafting the Comprehensive Plan.
Fox Lake bicycle plan	Jack Pfingston	July 2012-Mar. 2013	Grant funds	Underway. Consultant currently involved in data collection and analysis to support Existing Conditions Report, which is expected in late September. The next Steering Committee meeting will occur after delivery of Existing Conditions Report, with public workshops to be held in October.
Glen Ellyn downtown streetscape and parking study	Lindsay Bayley	July 2012-June 2013	Grant funds	Underway. Internal meeting held with staff and consultant. First steering committee meeting planned for mid-October.
Hanover Park corridor study (see project website)	Stephen Ostrander	Feb. 2012-Sept. 2012	Staff assistance and small grant	Underway. The ULI Chicago Technical Assistance Panel (studying the Irving Park Road corridor) was held on August 1 and 2. The panel presented its draft recommendations to the Village and the general public on August 28, which was attended by approximately 50 residents and local business owners. The recommendations received broad approval from the Village and local residents/business owners. The panel is expected to complete its final report by early October.
Hillside comprehensive plan	Hala Ahmed	TBD	Grant funds	Staff interviewed three of the firms that submitted proposals in response to the RFP. Board approval for selected consultant is expected in September.
Kane County local food project	Amy Talbot	Sept. 2012-Mar. 2013	Staff assistance	Hosting kick-off meeting in September to start developing site criteria and steering committee.
Kane County transit plan implementation	Trevor Dick	July 2012-June 2013	Staff assistance	Underway. A kick off-meeting for the Oversight Steering Committee (OSC) including representatives from each municipality in Kane County and from Pace and RTA will be held on September 11.
Lake County sustainability plan (see project website)	Kristin Ihnchak	Mar. 2012 - Feb. 2013	Staff assistance	Underway. A draft of the existing conditions analysis has been drafted and is being reviewed by County staff. A steering committee meeting to present the draft is scheduled for September 25. Delta Institute and Openlands are both on contract to assist with some plan elements.
Lakemoor comprehensive plan (see project website)	Nora Beck	Nov. 2011 - Oct. 2012	Staff assistance	Underway. Draft plan is under development. Village and steering committee to begin review in mid-September.

Project	CMAP lead	Timeline	Assistance type	Status and notes
Lansing comprehensive plan	Sam Shenbaga	Oct. 2012-Sept. 2013	Consultant assistance	Resolution approving MOU and scope of work was approved in August. An RFP for consultant assistance was issued August 17, with responses due September 7. The project is targeted for kickoff in early fall.
Liberty Prairie Conservancy local food system plan (see project website)	Jessica Simoncelli	Aug. 2011 – Oct. 2012	Staff assistance	Underway. Informational presentations to Lake County Board and Forest Preserve District committees occurred in late August. The needs assessment report draft identifies regulatory and systemic gaps in developing a sustainable food system in Lake County. Staff is also drafting recommendations for the Liberty Prairie Reserve master plan update.
Lynwood comprehensive plan	Pete Saunders	Oct. 2012 – Sept. 2013	Consultant assistance	RFP released on August 31, with responses due September 21. Pursuing resolution and MOU passage by Village in September. Consultant selection expected to be made in early October with project start soon following.
Maywood economic development strategy	Drew Williams-Clark	Oct. 2012-Aug. 2013	Staff assistance	Resolution passed by Village Board of Trustees in July approving scope and MOU. Project is expected to kick off in October.
McHenry County subarea plan	Jack Pfingston	Dec. 2011-Oct. 2012	Grant funds	Underway. Initial Findings report accepted by Planning and Development Committee on August 2. It was agreed that local access roads/driveways and sewer disposal issues are beyond the scope of the study. Neighborhood case studies will be used to illustrate how regulations will apply. The public meeting for affected neighborhoods is scheduled for September 24.
Morton Grove industrial areas plan (see project website)	Nicole Woods	Feb. 2012 - Feb. 2013	Staff assistance	Underway. Data research for the existing conditions report is underway.
New Lenox corridor plan	Jack Pfingston	Aug. 2012-June 2013	Grant funds	Underway. The steering committee met for the first time August 17. Houseal Lavigne discussed scope and schedule and offered a short presentation of web-based interactive capabilities for the project. September activities include stakeholder group discussions and a Route 30 Corridor workshop.
Niles environmental action plan (see project website)	Kristin Ihnchak	May 2012-Dec. 2012	Staff assistance	Underway. The team has drafted the existing conditions report, which is being reviewed by Village staff. A steering committee meeting to review the draft report is scheduled for September 5.
Norridge comprehensive plan (see project website)	Trevor Dick	May 2011 – Sept. 2012	Staff assistance	Underway. Due to plan commission scheduling, the public hearing will be held September 20 and the Village Board is expected to adopt the plan later that month.

Project	CMAP lead	Timeline	Assistance type	Status and notes
Northlake comprehensive plan (see project website)	Trevor Dick	Mar.-Dec. 2012	Staff assistance	Underway. The existing conditions report was presented to the steering committee on August 9. CMAP staff is currently working on the Draft Comprehensive Plan. A draft is expected to be presented to the Steering Committee in October followed by a public open house later that month.
Northwest Suburban Housing Collaborative “Homes for a Changing Region” project (see project website)	Drew Williams-Clark	Feb.-Nov. 2012	Staff assistance	Underway. Staff received feedback on the sub-regional section of the report from staff and elected officials in August. Municipal recommendation memos will be distributed to staff and elected officials in September.
Oak Lawn 95th Street corridor study	TBD	Nov. 2012- Oct. 2013	Consultant assistance	Development of an RFP for this project is underway and is expected to be released to the prequalified firms in mid-September. Project startup is expected in November.
Oak Park water conservation program (see project website)	Amy Talbot	Aug. 2011 – Dec. 2012	Staff assistance	Underway. Draft released to public in August. Presenting revised draft to Board in October with final draft to be presented to Board for approval in December.
Olympia Fields zoning ordinance update.	Drew Williams-Clark	Nov. 2012- June 2013	Grant funds	Resolution, MOU and draft scope submitted to the Village for feedback. MOU and resolution will be put to the Village Board in September. RFP to be released in mid-October.
Plainfield downtown transportation plan (see project website)	Pete Saunders	Aug. 2012 – Jun. 2013	Grant funds	Underway. Consultant team of Baxter & Woodman/Teska preparing for initial steering committee meeting in mid-September and initial public workshop in October.
Regional arts and culture toolkit	Stephen Ostrander	Apr. 2012- Jan. 2013	Staff assistance	Underway. The anticipated content of the toolkit has been updated, expanded, and defined at a more detailed level. Work continues on researching relevant best practices (led by hired consultants Camiros), while CMAP staff is proceeding with interviews of key stakeholders to complement the knowledge, feedback, and guidance provided by members of the project’s expert advisory group.
Regional climate change adaptation toolkit	Jesse Elam	July 2012- Mar. 2013	Staff assistance	Underway. This toolkit aims to help municipalities understand and adapt to the impacts of climate change in the Chicago region, with a focus on public infrastructure and land. An advisory committee of municipal leaders working on climate change is scheduled to meet on November 8 to review a partial draft of the toolkit.

Project	CMAP lead	Timeline	Assistance type	Status and notes
Richton Park comprehensive plan	Pete Saunders	Aug. 2012- July 2013	Consultant assistance	Underway. Houseal Lavigne Associates selected as project consultant. CMAP staff is working with community to establish steering committee, and consultant is preparing for late September steering committee meeting.
Riverside downtown area plan (see project website)	Nora Beck	Feb. 2012- Feb. 2013	Staff assistance	Underway. Second public meeting focused on visioning scheduled for September 5. Steering committee to review draft recommendations memo soon after.
Round Lake Heights comprehensive plan (see project website)	Jonathan Burch	May 2012- Apr. 2013	Staff assistance	Underway. A public meeting took place on August 7. The existing conditions report is currently being laid out with the target of presenting it to the Village in early October.
SSMMA interchange land use planning	Jessica Simoncelli	July 2012- June 2013	Consultant and staff assistance	Underway. CMAP and SSMMA selected Land Vision as the lead contractor for the project, with TranSystems, Baxter & Woodman, and Business Districts Inc. as subcontractors. The steering committee is being assembled, including local and regional partners, and will meet in September.
Waukegan subarea plan	Stephen Ostrander	Sept. 2012- Aug. 2013	Staff assistance	Underway. The Waukegan City Council unanimously approved the MOU and scope of work for the phase two project (resulting from the planning prioritization report prepared in phase one), in which CMAP will assist the City with local planning for a key commercial corridor on Washington St. (between the Waukegan River ravine and Lewis Ave). Outreach in the corridor, formation of the steering committee, etc. begins in September.
Westchester comprehensive plan (see project website)	Samantha Robinson	Nov. 2011 - Dec. 2012	Staff assistance	Underway. Presented "aging in place" concepts to Human and Community Development Committee on August 13. Sending draft plan recommendations memo to Village staff on September 4.
West Cook Housing Collaborative, phase 2: Challenge Grant support	Drew Williams-Clark	Mar.-Nov. 2012	Staff assistance	Underway. The steering committee approved the methodology for a tool to prioritize sites for investment with HUD funds. Site rankings are also drafted and under review. A recommendations memo will be delivered in the fall.
Wheeling active transportation plan	Lindsay Bayley	Jan-Oct. 2012	Grant funds	Underway. Second steering committee meeting held, outline of plan presented, sidewalk gap analysis completed. Draft plan expected by the end of September.

Completed Projects

Project	CMAP Lead	Completion Date	Assistance type	Implementation Status
Blue Island comprehensive plan (see project website)	Sam Shenbaga	June 2012	Staff assistance	Implementation memo created and reviewed internally. Meeting held with Blue Island Planning Director to discuss next steps. Meetings scheduled with CNT, MPC, RTA, and SSMMA to discuss ways to move forward with as well as roles and responsibilities for plan implementation.
Bronzeville Alliance retail corridor study, phase 1 (see project website)	Sef Okoth	Feb. 2012	Staff assistance	Two ongoing activities are helping to implement the recommendations of the study. A second phase of the project, focusing on land use change, is underway and is described above. Also, the Chicago Community Trust's recent grant to the Renaissance Collaborative, announced in May, directly implements the recommendations of this project. The Renaissance Collaborative (TRC) has hired an Economic Development Coordinator to help implement the recommendations of the study. She will be starting on September 17.
Campton Hills comprehensive plan (see project website)	Jason Navota	Aug. 2012	Staff assistance	Final plan approved by Plan Commission June 25 and approved 'with changes' by Village Board on August 21. EPA-led Building Blocks workshop follow-up memo received by Village.
Carpentersville "Old Town" Area Action Plan (see project website)	Trevor Dick	July 2012	Staff assistance	The Village Board unanimously adopted the Plan at their July 10 meeting. An implementation memo is being created and reviewed internally. This will be followed by a meeting with Village Staff to discuss next steps.
Evanston water efficiency program (see project website)	Amy Talbot	Aug. 2012	Staff assistance	Plan accepted by Council in August. Implementation actions started by City and Utility.
Fairmont Neighborhood Plan (see project website)	Trevor Dick	Apr. 2012	Staff assistance	The County and CMAP have prepared a quarterly update on the implementation of the plan's recommendations, which identifies activities for CMAP, the County, and other groups. Staff is scheduled to meet the first week in September to discuss next steps. Openlands has expressed interest in assisting with plan implementation and CMAP is working to identify a role with them.
Homes for a Changing Region in south Cook (see project website)	Drew Williams-Clark	Dec. 2011	Staff assistance	Three of the four communities covered by the project have follow-up LTA projects. One, the Park Forest sustainability plan, was adopted in May. Lansing, Olympia Fields, and Park Forest received additional technical assistance under the EPA "Building Blocks for Sustainable Communities" program in May. Future LTA projects in Lansing and Olympia Fields are now being scoped.
Homes for a Changing Region in west Cook (see project website)	Drew Williams-Clark	Apr. 2012	Staff assistance	Phase 2 of this project, which involves supporting a Community Challenge grant in the same communities, is underway.

Project	CMAP Lead	Completion Date	Assistance type	Implementation Status
Joliet “Old Prison” redevelopment (see project website)	Pete Saunders	May 2012	Staff assistance and small grant	Follow-up implementation activities have begun with ULI and City of Joliet. Meeting held in August to discuss implementation priorities and responsibilities. Regular status checks including ULI and CMAP will be held quarterly.
Lake Zurich comprehensive water resources project	Amy Talbot	Apr. 2012	Staff assistance	Lake Zurich has submitted an application for further LTA assistance to implement the recommendations of this project. This will be reviewed in the coming months.
Orland Park water conservation ordinance (see project website)	Hala Ahmed	June 2012	Staff assistance	A meeting to initiate the regionalization process for the water conservation ordinance was completed on August 31. Based on meeting outcomes, staff from Orland Park will draft a Guiding Principles document to be distributed to the other five largest communities that purchase water from the Oak Lawn system. The document will address outdoor watering regulations that may be agreeable to all communities.
Park Forest sustainability plan (see project website)	Kristin Ihnchak	May 2012	Staff assistance	Plan was unanimously adopted by the Village Board on May 14 and an implementation memo is currently being drafted. The Chicago Community Trust’s grant to Park Forest directly implements the recommendations of this project. Also, Park Forest submitted a new LTA application for zoning updates to help implement the recommendations of the sustainability plan.
SSMMA housing investment prioritization (see project website)	Nicole Woods	June 2012	Staff assistance	Tool was approved by the Collaborative and SSMMA in May. Currently, the Collaborative is working with the Southland communities to create a housing project inventory and analyzing how the tool can be part of the Southland Loan Fund underwriting criteria process. Additionally, the Collaborative is presently using the tool to help a community prioritize the best neighborhood to focus their housing rehab efforts.
Waukegan planning prioritization report	Stephen Ostrander	July 2012	Staff assistance	CMAP staff presented the recommendations of the planning prioritization report to the Waukegan City Council Meeting of the Whole on July 30. Following questions and discussion, Mayor Sabonjian and assembled aldermen indicated their support for the report’s primary recommendation, to have CMAP assist the City with local planning for a key commercial corridor on Washington St. (between the Waukegan River ravine and Lewis Ave), and asked CMAP staff to prepare the next phase’s Memorandum of Understanding and associated Scope of Work for their approval on August 20.

###